

COLLEGE OF CHARLESTON
WHO DOES WHAT?

Item	Listing	Phone Number
Absences for Class	Assoc Dean of Students	3-3390
Academic Dismissal	Undergraduate Academic Services	3-5674
Academic Policies - Faculty	Academic Affairs	3-5527
Academic Policies - Student	Undergraduate Academic Services	3-5674
Accounting Tutoring Lab	Center for Student Learning	3-5635
Address Changes - Student	Registrar	3-5668
Advising - Declared Major	Academic Department	
Advising - SNAP Alternatives	Academic Advising	3-5981
Advising - Students on leave	Academic Advising	3-5981
Advising - Undeclared & Adult Services Students	Academic Advising	3-5981
Applications - Degree Seeking	Undergraduate Admissions	3-5670
Applications - Non-Degree	Adult Student Services	3-5620
Applications - Staff Training	Adult Student Services	3-5620
"Ask the Cougar"	www.cofc.edu	
Assessment of Programs & Services	Assessment & Planning	3-7526
Attention Deficit Disorder	Center for Disability Services/SNAP	3-1431
Audit a Course	Registrar	3-5668
Awards Ceremony - Graduation	Academic Affairs	3-5527
Bicycle Registration	Public Safety	3-5609
Calendars - Academic	Registrar	3-5668
Campus Tours	Undergraduate Admissions	3-5670
Career Counseling & Testing	Career Center	3-5692
Catered Events	Dining Services	3-5669
Change of Grade - Approval	Instructor of Course	
Change of Grade - Form	Registrar	3-5668
Class/Grade Roll - Additions	Registrar	3-5668
Classroom Reservations	Registrar	3-5668
Classroom Technology Support	IT Helpdesk: Press 1	3-3375
Clearance of College data for publication	Institutional Research	3-5708
Co-Op Education	Career Center	3-5692
Collection - Past Due Balance	Treasurer	3-5572
College Experience	Multicultural Student Programs and Services	3-5660
Commencement	See "Graduation"	
Computer Support -		
Students in Residence Halls	Campus Technologies	723-1312
Students	Student Computing Support	3-5457
Faculty/Staff	IT Helpdesk: Press 3	3-3375
Conduct, Student Code of	Student Affairs	3-5522
Continuing Education	College of Charleston – North	3-6684
Copy/Duplicating & Related Services	Copy Center	3-5924
Cougar Card	Cougar Card Services	3-1100
Cougar Trail	Registrar	3-5668
Counseling and Substance Abuse Services	Center for Student Wellness	3-5640
Course Listing	Registrar	3-5668

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Courses at Other Schools (Seniors)	Chair of Academic Department	
Courses at Other Schools (Frsh., Soph., Jun.)	Registrar	3-5668
Crime Action Line	Public Safety	3-4998
Cross-Registration (CofC students)	Undergraduate Academic Services	3-5674
Cross Registration (visiting students)	Registrar	3-5668
Dean's List	Registrar	3-5668
Debit Card Information	Cougar Card Services	3-1100
Declaration of a Major	Academic Department	
Deferment - Loan	Financial Aid	3-5540
Degree Audit	Registrar	3-5668
Departmental Deposits	Treasurer	3-5572
Delete from Grade Roles	Instructor of Course	
Diploma - Order	Registrar	3-5668
Diploma - Payment	Treasurer	3-5572
Disabilities	Center for Disability Services/SNAP	3-1431
Email Services-		
Students	http://www.cofc.edu/~labs/edisto	3-5457
Faculty/Staff	IT Helpdesk: Press 3	3-3375
Enrollment, Proof of	Registrar	3-5668
Escort Assistance/safety	Public Safety	3-5609
Evaluation of Classes Process	Assessment & Planning	3-7526
Faculty Hiring	Academic Affairs	3-5527
Faculty Honors	Registrar	3-5668
Family Fall Weekend	President's Office	3-5500
Financial Aid Applications	Financial Aid	3-5540
Foreign Language Tutoring	Center for Student Learning	3-5635
Freshman Seminar (FRSR 101): admin & training	New Student Programs	3-2017
Governor's School	Governor's School Office	3-6592
Grad./Prof. School, Admissions Tests	Career Services	3-5692
Grades, Class Rolls, Change of Grade Form	Registrar	3-5668
Grades - Rolls to Professors	Registrar	3-5668
Grades - Student Access	Registrar/Cougar Trail	3-5668
Graduate School Information	Graduate School	3-5614
Graduate School Information - other schools	Career Center	3-5692
Graduation - Application	Registrar	3-5668
Graduation - Degree Audit	Registrar	3-5668
Graduation - Fee Payment	Treasurer	3-5572
Graduation - Information	Registrar	3-5635
Graduation - Pictures	College Relations & Media Comm.	3-8171
Graduation - Video & Flowers	College Bookstore	3-5518
Greek Life - General	Greek Life	3-6320
Greek Life - Housing & Billing	Residence Life	3-5523
Grievances – Faculty initiated	Ref to : http://www.cofc.edu/academicaffairs/manuals/index.html	
Grievances - Student against Professor	Chair of the Department	
Grievances – Student initiated other than academic	Dean of Students/Student Affairs	3-5522
Hawkins Lounge Reservations, McAlister Lounge	Residence Life	3-2015
Health Services	Health Services	3-5520

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WHO DOES WHAT?

High School Concurrent Enrollment	Undergraduate Admissions	3-5670
Honor Board/Code	Student Affairs	3-5522
Honors College	Honors Center	3-7154
Housing/ Room Assignments	Residence Life & Housing	3-2015
Identification (Cougar) Cards	Cougar Card Services	3-1100
Identification Cards - Payment	Cougar Card Services	3-1100
Immigration Services	International Education & Programs	3-7661
Immunization Info Form	Health Services	3-5520
Independent Studies - Authorization	Academic Department	
Independent Studies - Form	Academic Department	
Instructional Support Using Technology (faculty)	Teaching, Learning, and Technology	3-5569
Insurance - Faculty	Human Resources	3-5512
Insurance – Property for College Only	Auxiliary Services	3-4821
Insurance – Student	Health Services	3-5520
International Students	International Education & Programs	3-7661
Internet Issues -		
Students in Residence Halls	Campus Technologies	723-1312
Faculty/Staff	IT Helpdesk: Press 3	3-3375
Internships	Career Center	3-5692
Jobs - Faculty & Staff	Human Resources	3-5512
Jobs - Students (part-time/full-time)	Career Center	3-5692
Keys - Faculty & Staff	Physical Plant	3-5550
Keys - Residence Halls/Houses	Residence Life & Housing	3-2015
Late Withdrawal from Class	Undergraduate Academic Services	3-5674
Learning Communities: mkting, admin, concerns	New Student Programs	3-2017
Learning Disabilities, ADD, ADHD	Center for Disability Services/SNAP	3-1431
Learning Strategies: instructors, curric. dev, concern	New Student Programs	3-2017
Leave of Absence	Undergraduate Academic Services	3-5674
Legal Counseling (Student)	Student Affairs	3-5522
Library Services	Library	3-5530
LINKS peer mentors	Multicultural Student Programs and Services	3-5660
Loans & Grants	Financial Aid	3-5540
Lost & Found	Public Safety	3-5609
Maintenance - Halls & Houses	Residence Life & Housing	3-5523
Maintenance - Office & Classroom	Physical Plant	3-5550
Map of Campus	Undergraduate Admissions	3-5670
Math Tutoring Lab	Center for Student Learning	3-5635
Meal Plan & Debit Card	Dining Services	3-5539
Minority Student Programs	Multicultural Student Programs and Services	3-5660
MLAT Screening Test	Center for Disability Services/SNAP	3-1431
Network Services		
Students in Residence Halls	Campus Technologies	723-1312
Campus Wide Wireless	Student Computing Support	3-5457
Faculty/Staff	IT Helpdesk: Press 3	3-3375
Never Attended a Class "summer terms"	Summer School Office	3-4831
New Student Mentors	New Student Programs	3-2017
North Area Courses	College of Charleston North	3-6684

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Off-Campus Housing Resources	Residence Life & Housing	3-5523
ON COURSE	Registrar	3-5022
Open House Days - Campus	Undergraduate Admissions	3-5670
Orientation - Family	New Student Programs	3-2017
Orientation - New Student	New Student Programs	3-2017
Overload Request	Academic Advisor	
Override into a Course	Academic Department	
Parking	Parking Services	3-7834
Parking Tickets - Adjudication	Parking Services	3-7834
Parking Tickets - Payment	Parking Services	3-7834
Pass/Fail Request	Registrar	3-5668
Payment Plan - Tuition	Treasurer	3-5572
PC, SIS, FRS or HRS Issues	Helpdesk	3-3375
Pell Grants	Financial Aid	3-5540
Personal Computer Registration	Public Safety	3-5609
Petty Cash Reimbursement	Procurement	3-5555
Physical Disabilities	Center for Disability Services/SNAP	3-1431
Planning Process	Assessment & Planning	3-7526
PLUS Loans - Parent	Financial Aid	3-5540
Post Graduate Test Preparation	Center for Student Learning	3-5635
Presidential Community Enhancement Grant	Multicultural Student Programs and Services	3-5660
Probation Questions	Undergraduate Academic Services	3-5674
Provisional First Year Advisor	New Student Programs	3-2017
Psychological Counseling	Counseling & Substance Abuse Services	3-5640
Randolph Hall Conference Room	President's Office	3-5500
Readmit Student Applications	Undergraduate Admissions	3-5670
Refunds - Housing Fees Deposit	Residence Life & Housing	3-5523
Refunds - Meal Plan/Debit	Dining Services	3-5539
Refunds - Parking	Parking Services	3-7834
Refunds - Tuition	Treasurer	3-5572
Refunds - Vending Machine	Dining Services	3-5539
Refunds - Withdrawal from C of C	Treasurer's Office	3-5572
Registration Information	Registrar	3-5668
Residence Hall Fine Payment	Treasurer	3-5572
Residency Status (Legal)	Treasurer	3-7311
Room Sign-up, Residence Halls	Residence Life & Housing	3-5523
Safety Issues	Public Safety	3-5611
SACS Accreditation of CofC	Assessment & Planning	3-7526
SCAMP	Multicultural Student Programs and Services	3-5660
Schedule of Courses/Course Listings	Registrar	3-5668
Scholarship Checks	Financial Aid	3-5540
Scholarships	Financial Aid	3-5540
Smart Classroom Orientations	IT Helpdesk: Press 1	3-3375
SNAP Advising for Alternatives	Advising Center	3-5981
SNAP Services (Administration)	Center for Disability Services	3-1431
Special Enrollment	Academic Department	
SPECTRA Program	Multicultural Student Programs and Services	3-5660

COLLEGE OF CHARLESTON
WHO DOES WHAT?

Statistical Information for C of C	Institutional Research	3-5708
Student Ambassadors	Multicultural Student Programs and Services	3-5670
Student Employment	Career Services	3-5692
Student Bill	Treasurer	3-5572
Student Handbook	Student Affairs	3-5522
Student Information Release Form	Registrar	3-5668
Student Insurance	Health Services	3-5520
Student Organizations	Student Life	3-5726
Study Abroad	International Education & Programs	3-7661
Study Skills Lab	Center for Student Learning	3-5635
Substance Abuse Prevention	Center for Student Wellness	3-5744
Summer Conference Groups	Residence Life & Housing	3-2015
Summer Jobs	Career Services	3-5692
Summer School Registration	Summer School Office	3-4831
Supplemental Instruction	Center for Student Learning	3-5635
Clearance of data provided to Board of Trustees	Institutional Research	3-5708
Teacher Loan Checks	Treasurer	3-5572
Telephone Issues – student Residence Halls	Residence Life	3-5523
Telephone Services – Faculty/Staff	IT Helpdesk: Press 2	3-3375
Tenure and Promotion (Faculty)	Academic Affairs	3-5527
Textbooks and course materials	College Bookstore	3-5518
Three-Year Transfer Option	Undergraduate Academic Services	3-5674
Tip Line	Public Safety	3-4998
Transcript - Payment	Registrar	3-5668
Transcript - Request	Registrar	
Transfer Credit for Incoming Student	Undergraduate Admissions	3-5668
Transfer Student Applications and Questions	Undergraduate Admissions	3-5670
Tuition - Information	Treasurer	3-5572
Tuition - New Student Enrollment Confirmation Deposit	Undergraduate Admissions	3-5670
Tuition - Payments	Treasurer	3-5572
Tutoring	Center for Student Learning	3-5635
Undergraduate Bulletin - Distribute	Admissions	3-5670
Upward Bound Program	Upward Bound Program	3-5469
VA Education Benefits	Financial Aid & Vet Affairs	3-5540
Vending Machine Repair	Auxiliary Services	3-4821
Victim Assistance	C.A.R.E.	3-5522
Visiting Student Information	Undergraduate Admissions	3-5670
Volunteer Work	Service Learning	3-5675
Withdraw - From Class (Grad. & Undergrad.)	Registrar	3-5668
Withdraw - From Class (Late)	Undergraduate Academic Services	3-5674
Withdraw - From C of C	Undergraduate Academic Services	3-5674
Withholding of Student Information	Registrar	3-5668
Worker's Compensation	Human Resources	3-5512
Writing Lab	Center for Student Learning	3-5635
Yearbook Information	Student Life	3-5726

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